

# Reimbursement Request Login Instructions For MPO/RPA

## Part 1 – Obtain a State of Iowa Enterprise A&A account

To access the MPO/RPA Reimbursement Request funding reporting system, you will need an Enterprise A&A account. The Enterprise A&A account is a standardized way for the State of Iowa to verify the identity of individual users of secure web applications.

If you already have an account, you may skip this section. Many state agencies, including the Iowa DOT, already use the Enterprise A&A system to provide access to secure web applications. If you already have an Enterprise A&A account for one of these web applications, you may use the same account ID and password for the MPO/RPA Reimbursement Request system.

If you do not have an Enterprise A&A account, follow the steps below to obtain one.

1. Open the Reimbursement Request A&A sign in page, as shown. Then click on **Sign In**.  
<https://secure.iowadot.gov/ReimbursementRequest/Default.aspx>

The screenshot shows a web browser window displaying the Iowa DOT website. The browser's address bar shows the URL <https://secure.iowadot.gov/ReimbursementRequest/Default.aspx>. The website header includes the Iowa DOT logo and navigation links. The main content area features a sidebar with a 'Sign In' button highlighted by a red arrow. The main content area is titled 'Iowa DOT - Reimbursement Request for Transportation Planning' and contains a list of requirements for submitting reimbursement requests. The requirements include: 1. Submission frequency (monthly or quarterly) and contact information for the Office of Systems Planning. 2. Submission deadline (30 days after the end of the quarter or month). 3. Detail requirements for work elements, including duplication rules. 4. Indirect cost requirements, including supplemental information for agencies not using a fixed indirect cost rate. The footer contains the Iowa Department of Transportation logo and copyright information.

2. Click on "Create an Account" from the tabs across the top.

The screenshot shows a Firefox browser window displaying the "Iowa DOT - Reimbursement Request for RTPP" login page. The browser's address bar shows the URL: <https://entaa.iowa.gov/entaa/sso?appId=DOTRRQTP&callingApp=https%3a%2f%2fsecure.iowadot.gov%2fReimbursementRequest%2fGatekeepe>. The page title is "Iowa DOT - Reimbursement Request for RTPP".

The main content area features a navigation bar with three links: "SIGN IN", "CREATE AN ACCOUNT", and "FORGOT ID". The "CREATE AN ACCOUNT" link is circled in red, and a red arrow points to it from the right. Below the navigation bar, there is a section titled "Sign into Iowa DOT - Reimbursement Request for RTPP here." which contains the following text:

Enter your Account Id and password to sign into Iowa DOT - Reimbursement Request for RTPP.

Account Id:

Password:

Sign In Account Details ?

Account Id Examples:

- Public User Account Format
  - *firstname.lastname@iowaid*
- State Employee Account Formats
  - *firstname.lastname@iowa.gov*
  - *If you do not have an @iowa.gov account use your email address.*

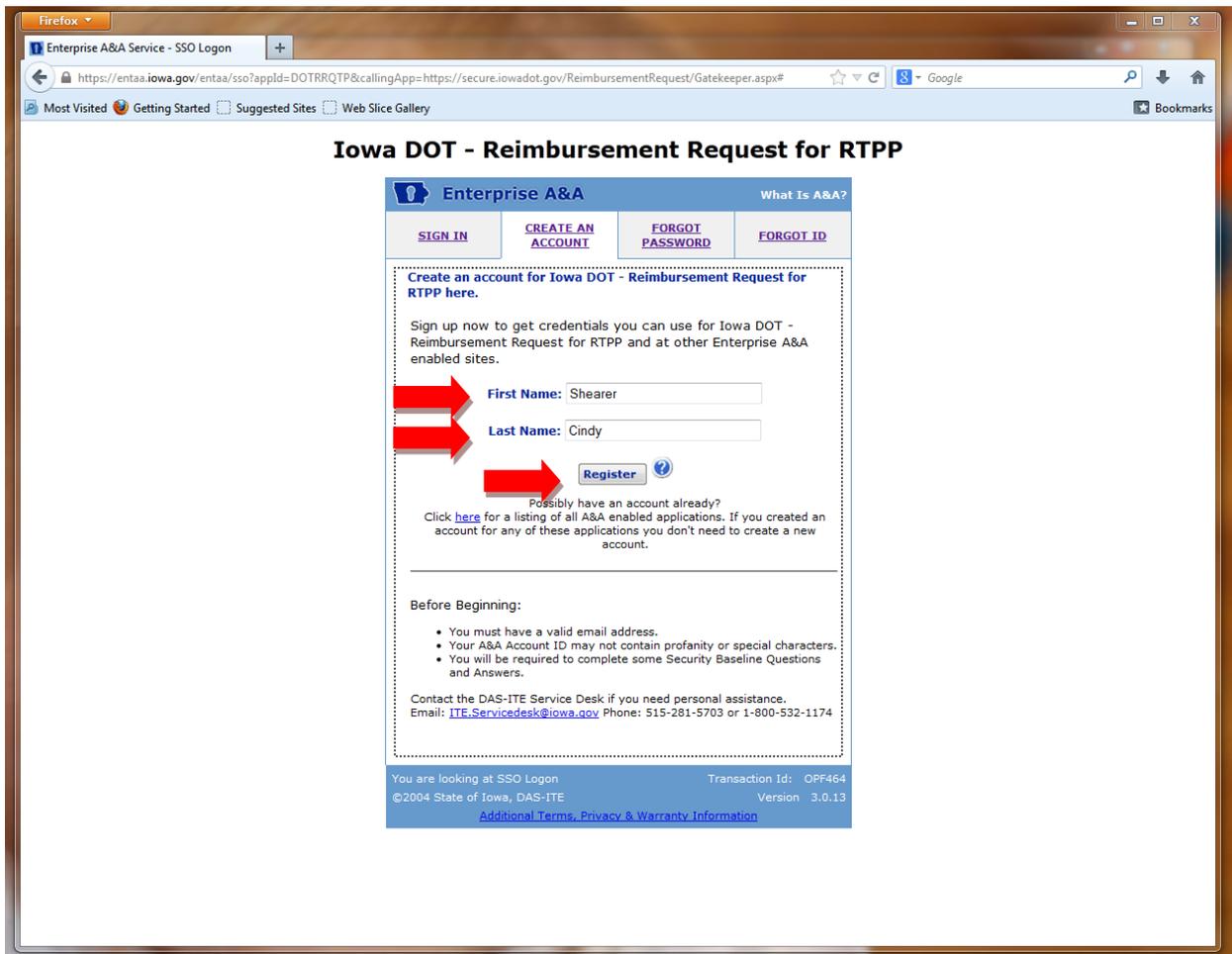
Need an Account?  
Forgot Password?  
Forgot Id?

Contact the DAS-ITE Service Desk if you need personal assistance.  
Email: [ITE.ServiceDesk@iowa.gov](mailto:ITE.ServiceDesk@iowa.gov) Phone: 515-281-5703 or 1-800-532-1174

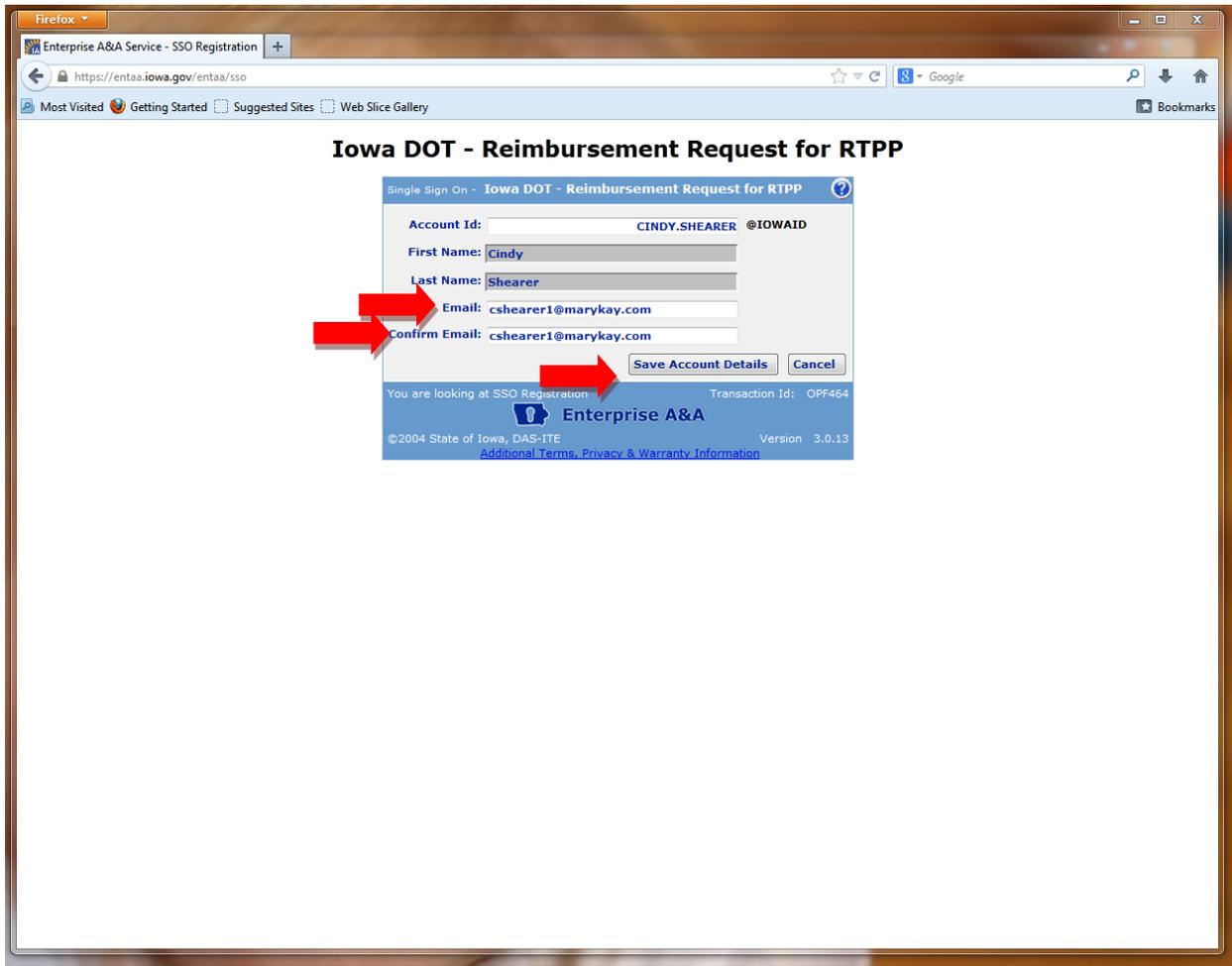
At the bottom of the page, there is a footer with the following information:

You are looking at SSO Logon Transaction Id: OPP464  
©2004 State of Iowa, DAS-ITE Version 3.0.13  
[Additional Terms, Privacy & Warranty Information](#)

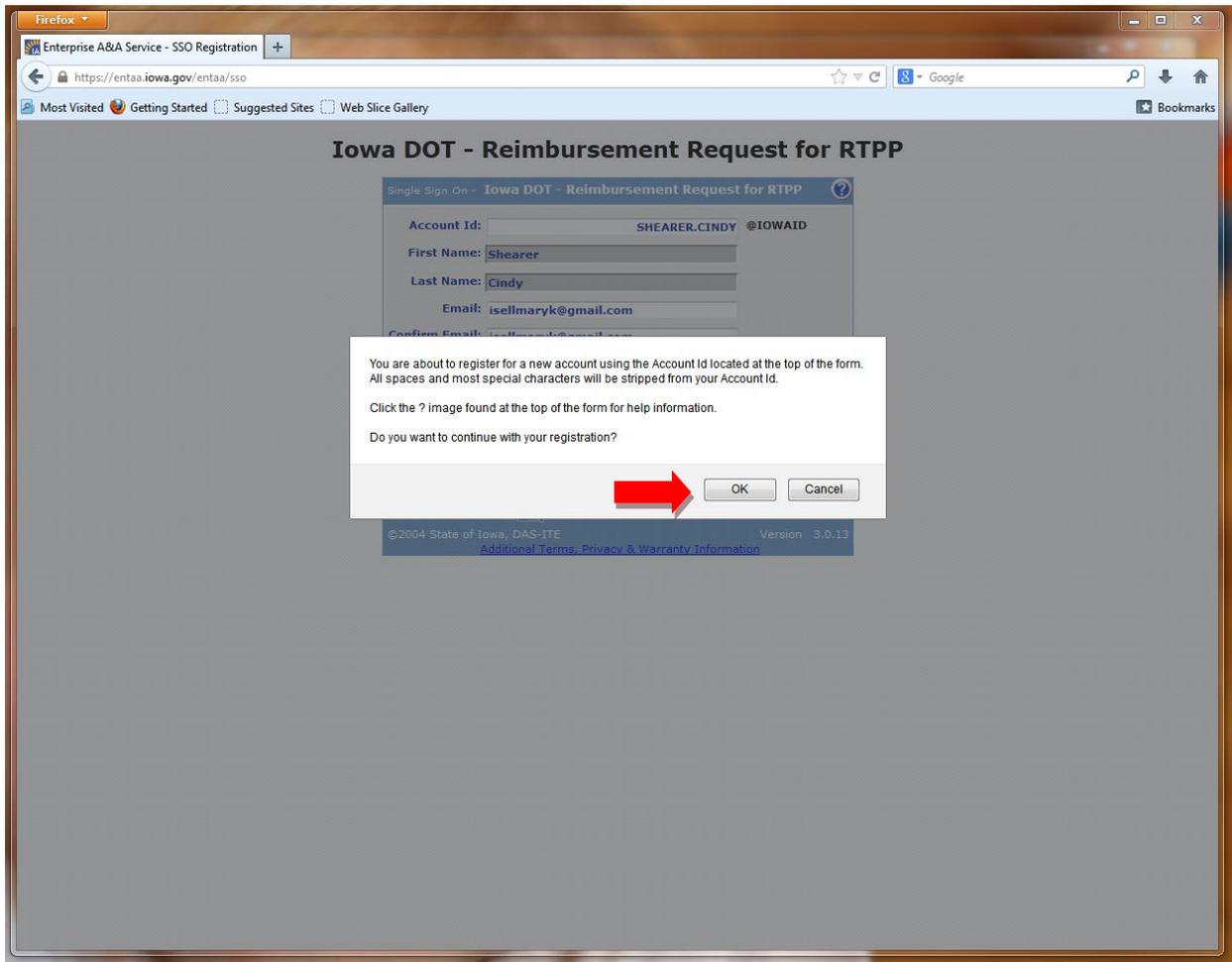
3. Enter your first and last name, then click the “Register” button, as shown below:



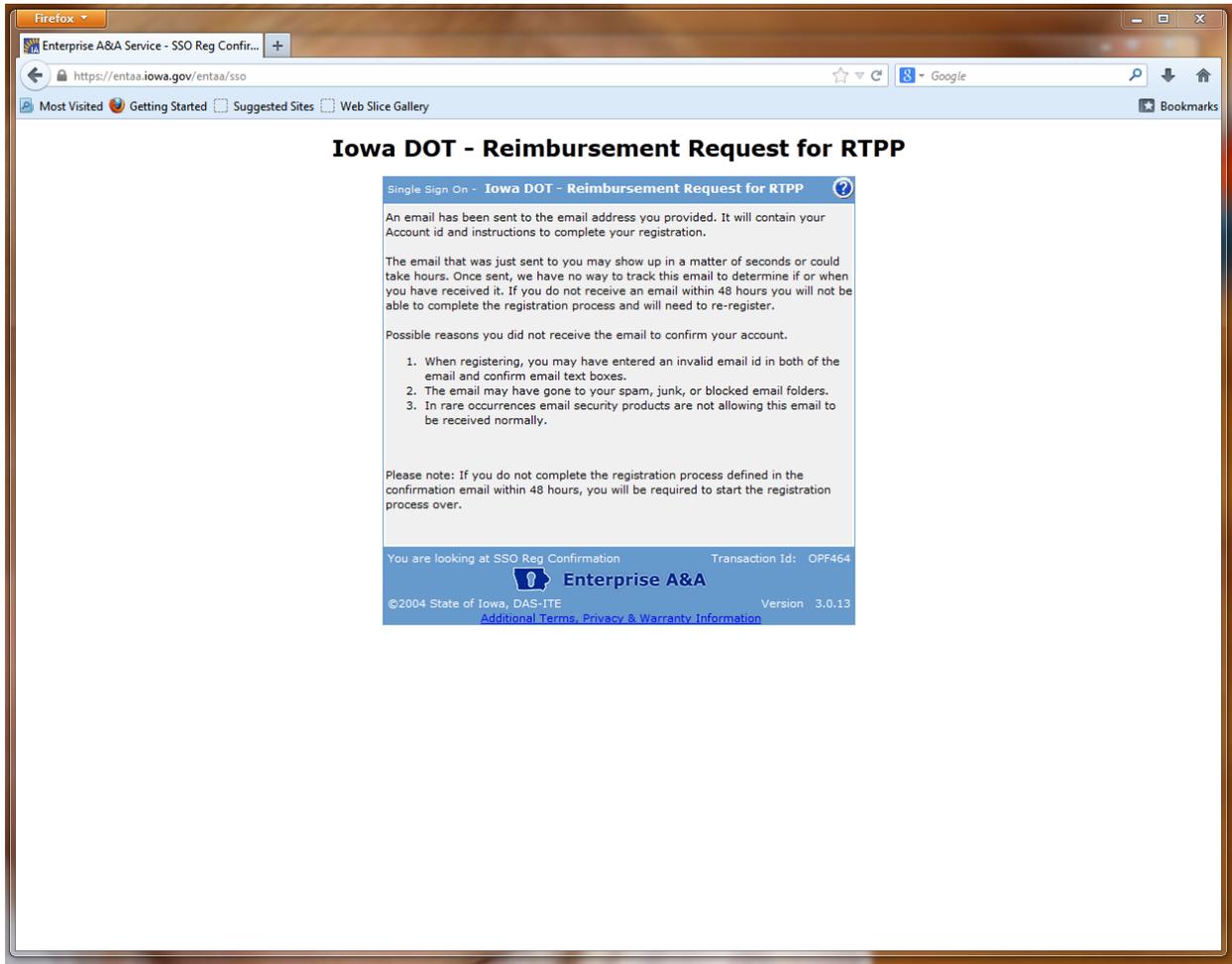
4. The system will automatically fill-in the Account ID field. Complete this page by entering your email address and click the “Save Account Details” button, as shown below:



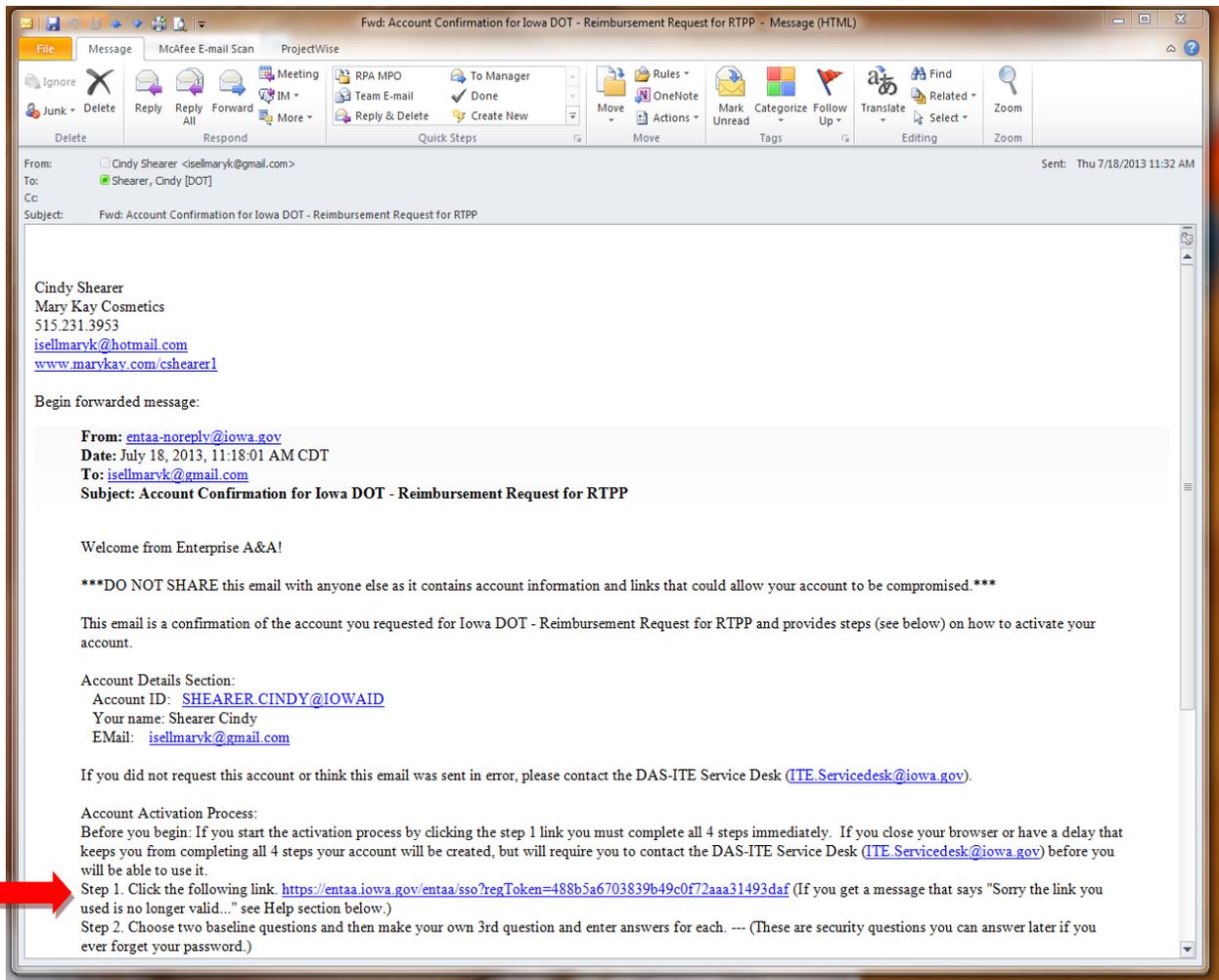
5. You will see this box once you have saved your account details. Hit the Ok button.



6. They system will process your Account ID. When finished you will be presented with a screen informing you that your account is being processed and an email will be sent to your e-mail address that will provide you with instructions to validate your account information, as shown below:



7. After your Account ID is processed, you should receive an automated notification e-mail from the Enterprise A&A system, similar to the one shown below. The e-mail confirms the account credentials you provided in the preceding steps.



In the e-mail notification click on the link provided to activate your account. **YOU MUST CLICK ON THIS LINK**, otherwise the account activation process will not be completed. If you do not click on this link **within 24 hours of registering your account**, the Enterprise A&A system will determine that your registration was in error and it will delete your account. As a result, you will need to begin the sign up procedure again.

8. Once you have clicked on the link in the e-mail, your web browser should open the following page. Choose 3 security questions and fill out the answers, as shown on the page below. When complete, click on the “Save Identity Baseline” button.

The screenshot shows a web browser window with the URL <https://entaa.iowa.gov/entaa/ss0?r...> and the page title "Iowa DOT - Reimbursement Request for RTPP". The page content includes a header "Self Service Password Change - Iowa DOT - Reimbursement Request for RTPP" and a sub-header "Identity Baseline for SHEARER.CINDY@IOWAID".

The main content area contains the following text: "On this page, you must create your *identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account."

The form consists of three questions:

- Question 1:** "What is your grandmother's first name?" with a dropdown menu, "Answer 1: [mask]", and "Confirm: [mask]".
- Question 2:** "What is your dad's middle name?" with a dropdown menu, "Answer 2: [mask]", and "Confirm: [mask]".
- Question 3 (Create your own question.):** "Name of best friend" with a text input field, "Answer 3: [mask]", and "Confirm: [mask]".

A "Save Identity Baseline" button is located below the third question. Below the form, there are "Some guidelines for setting your baseline:"

1. Choose questions and answers that you know well, but that others don't.
2. Avoid special characters like commas or quotes that you may not enter the same way later.
3. Keep your answers simple - for example, use "paperboy" instead of "The Des Moines Register paper delivery" for your first job.
4. You must create your own question when a drop down list is not provided. Usually this is the case for the last one or two questions shown above.

At the bottom of the page, there is a footer with the text: "You are looking at SSO Initialize Account Transaction Id: 3SF1CC ©2004 State of Iowa, DAS-ITE Version 3.0.13 [Additional Terms, Privacy & Warranty Information](#)".

Red arrows in the image point to the dropdown menus for the first two questions, the text input field for the third question, and the "Save Identity Baseline" button.

9. On the following page, enter a password in each of the fields. Your password must contain at least 8 alphanumeric characters including at least one special character such as ! or @. When complete, click on the “Save New Password” button.



10. After clicking on the “Save the Password” button on the preceding page, you should be returned to the original State of Iowa Enterprise A&A login page, as shown below. An Email will be sent to the Office of Systems Planning telling us that you have registered. You will not be able to continue until we have completed some administrative tasks on our side. Once we have done that we will email you letting you know that you are ready to go. You are now ready to sign in to the web application with your new Account ID and password. Refer to the Report Instructions to continue the reporting process.

